



## **ANNUAL NOTIFICATION**

**December 16, 2020**

The U.S. Department of Education along with other state and federal agency's regulations require that all students and employees of Northern Oklahoma College be provided with certain information annually. Please take a few minutes to review this important material. In addition, the latest versions of the following handbooks are available online:

2020-2021 Course Catalog and Student Handbook –

[https://www.noc.edu/assets/uploads/sites/740/2020/09/2020-21\\_Course\\_Catalog\\_updated\\_9-21-2020-1.pdf](https://www.noc.edu/assets/uploads/sites/740/2020/09/2020-21_Course_Catalog_updated_9-21-2020-1.pdf)

2020-2021 NOC Employee Handbook –

[https://www.noc.edu/assets/uploads/sites/740/2020/11/NOC\\_Employee\\_Handbook\\_ADA\\_2020-2021\\_7.30.20-1.pdf](https://www.noc.edu/assets/uploads/sites/740/2020/11/NOC_Employee_Handbook_ADA_2020-2021_7.30.20-1.pdf)

### **Consumer Information**

The Student Consumer Regulations of the U.S. Department of Education require colleges and universities to provide their students access to certain information to which they are entitled as consumers.

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosures and reporting requirements. A disclosure requirement is information that an institution of higher education is required to distribute or make available to another party, such as students or employees. A reporting requirement is information submitted to the U.S. Department of Education or other governmental agencies. Disclosure and reporting requirements sometimes overlap. For certain topics, institutions are required to make information available to students or others and to submit information to the Department of Education.

Northern Oklahoma College is committed to providing access to information that will allow consumers such as students, parents, counselors, and others to make informed decisions about post-secondary education. The NOC website includes a link to Consumer Information, which provides a single access point to all federally-mandated reports and disclosures. As new policies and procedures related to Consumer Information and Students' Right to Know are modified and approved, they will be added to the appropriate publications and college website Consumer Information link. [www.noc.edu/consumerinformation](http://www.noc.edu/consumerinformation)

### **Equal Opportunity/Nondiscrimination Policy Statement**

Northern Oklahoma College does not discriminate on the basis of race, religion, disability, color,

national origin, sex, age, sexual orientation, political affiliation, or status as a veteran in admission to its programs, services or activities, in access to them, in treatment of individuals or in any aspect of their operations. Northern Oklahoma College also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990.

Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator: Jason Johnson, Vice President for Student Affairs, 1220 East Grand Avenue, P.O. Box 310, Tonkawa, OK 74653-0310; telephone 580-628-6240; 8 a.m. to 5 p.m. Monday through Friday.

Notice of Non-Discrimination –

[https://www.noc.edu/assets/uploads/sites/740/2020/10/Notice\\_of\\_Nondiscrimination\\_2019.pdf](https://www.noc.edu/assets/uploads/sites/740/2020/10/Notice_of_Nondiscrimination_2019.pdf)

## Affirmative Action

The Northern Oklahoma College Affirmative Action Program reflects the commitment of the College to equal opportunity and outlines the procedures necessary to fulfill this commitment. Northern is committed by policy of its Board of Regents to promote equal opportunity in all phases of college life for all persons within its constituency. The Northern Oklahoma College Affirmative Action Program complies with the legal requirements for federal and state civil rights laws and implements directives. The principal objectives are to:

- a. Assure all persons equal opportunity for employment and advancement in employment regardless of race, religion, disability, color, national origin, sex, age, sexual orientation, political affiliation, or status as a veteran;
- b. Meet institutional responsibilities under the Civil Rights Act of 1964 and commitments as a federal contractor under Executive Order 11246 and Executive Order 11375;
- c. Take positive actions in the recruitment, placement, development, and advancement of women and racial minority members in college employment;
- d. Affirm a commitment to continue and expand positive programs which will assure the strengthening efforts with respect to the selection, placement, training, and promotion of all employees and with respect to personnel actions such as compensation, transfers, layoffs, education, tuition assistance; and other appropriate programs.

Each person having administrative or supervisory responsibilities is expected to provide leadership in applying the Affirmative Action Program.

## Annual Safety and Fire Report

The Clery Act is a federal law that requires colleges and universities to publish an annual report on safety and security issues. This report contains statistics for the previous three years of reported

crimes that occurred on college property owned or controlled by Northern Oklahoma College (NOC). The report also includes institutional policies concerning campus security, such as the policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. The statistics indicate that NOC is an exceptionally safe environment for students as well as employees. Reference the Annual Safety and Fire Report Tonkawa and Enid 2019 [https://www.noc.edu/assets/uploads/sites/740/2020/12/NOC-Safety-Report-2019\\_120820.pdf](https://www.noc.edu/assets/uploads/sites/740/2020/12/NOC-Safety-Report-2019_120820.pdf) for more information on report. The NOC/OSU Gateway program in Stillwater should reference the Stillwater Annual Crime and Fire Safety Report 2019 [https://www.noc.edu/assets/uploads/sites/740/2020/10/Stillwater\\_Annual\\_Crime\\_and\\_Fire\\_Safety\\_Report\\_2019.pdf](https://www.noc.edu/assets/uploads/sites/740/2020/10/Stillwater_Annual_Crime_and_Fire_Safety_Report_2019.pdf).

## Title IX

Northern Oklahoma College, as a public educational institution, must abide by Title IX regulations because it receives federal funding through federal financial aid programs used by students. Specifically, Title IX states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Both Title IX and College Policy prohibit discrimination in services or benefits offered by the College based upon gender and stipulate that any person (student, faculty, staff, or guest) who believes that discriminatory practices have been engaged in based upon gender should discuss these concerns and file informal or formal complaints of possible violations of Title IX with the Title IX Coordinator.

Title VII of the Civil Rights Act prohibits employment discrimination on the basis of race, color, religion, sex, and national origin. Title IX further supports Title VII with an emphasis on preventing sexual harassment and sexual violence. Any higher education employee who works with students has a federally-mandated responsibility to report possible incidents covered by this legislation **All NOC Employees have been designated as responsible employees and as a result are expected to take mandatory annual training on Title VII and Title IX.**

### **Faculty, staff and students may report incidents to:**

<http://www.noc.edu/title-ix-compliance>

Jason Johnson, Title IX Coordinator for NOC  
1220 East Grand Avenue, P.O. Box 310  
Tonkawa, OK 74653  
Telephone: 580-628-6240  
Email: [Jason.Johnson@noc.edu](mailto:Jason.Johnson@noc.edu)

In addition to the contact information above, NOC students at the Stillwater campus should also report incidents to:

Student Conduct Office  
328 Student Union  
Oklahoma State University

Stillwater, OK 74078  
Telephone: 405-744-5470  
Email: [student.conduct@okstate.edu](mailto:student.conduct@okstate.edu)

## Drug and Alcohol Abuse Prevention

The Drug-Free Workplace Act which was passed by Congress in 1988 requires federal contractors and grantees to certify that the contracting agency they will provide a drug-free workplace. The Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) requires institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. This policy is to amend the Policy Declaring a Drug-Free Workplace, adopted by the Northern Oklahoma College Board of Regents July 13, 1989, in order to comply with the statutory directive, Section 1213. This policy will be reviewed on a biannual basis to determine its effectiveness and implement changes as needed.

As set forth in local, state, and federal laws, and the rules and regulations of the College, Northern Oklahoma College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds or other property owned and/or controlled by the College or as part of College activities. Northern Oklahoma College will conduct biannual reviews of this policy/program to evaluate its effectiveness. The College will implement changes if needed to ensure that disciplinary sanctions are consistently enforced.

Drug & Alcohol Abuse Prevention 2020 –

[https://www.noc.edu/assets/uploads/sites/740/2020/10/Drug\\_and\\_alcohol\\_abuse\\_prevention\\_Mar2020.pdf](https://www.noc.edu/assets/uploads/sites/740/2020/10/Drug_and_alcohol_abuse_prevention_Mar2020.pdf)

## Drug-Free Workplace Policy

Northern Oklahoma College is a drug free workplace. All college employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance on any and all properties owned or leased by Northern Oklahoma College including buildings, land, and vehicles; or as part of any on campus college-sponsored activity. It is the policy of NOC that state employees who use or possess illegal drugs in the workplace or abuse controlled substances will be subject to disciplinary action up to and including termination. Reference the 2020-2021 NOC Employee Handbook

[https://www.noc.edu/assets/uploads/sites/740/2020/11/NOC\\_Employee\\_Handbook\\_ADA\\_2020-2021\\_7.30.20-1.pdf](https://www.noc.edu/assets/uploads/sites/740/2020/11/NOC_Employee_Handbook_ADA_2020-2021_7.30.20-1.pdf) for more information on policy and procedures.

## Tobacco-Free Policy

The use of tobacco products (including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco including chewing on an unlit cigar, or other tobacco products) is prohibited throughout all indoor and outdoor areas of property owned, leased, rented, maintained, or under the control of the College, including parking lots owned or under the control of the College, facilities leased by the College and in College vehicles. This policy also prohibits the use of e-cigarettes as well as herbal tobacco products, and simulated tobacco products that imitate or mimic tobacco products.

This policy applies to all faculty, staff, students, guests, contractors, vendors, visitors, or anyone else on Northern Oklahoma College property. NOC will not accept donations, gifts, money, or materials intended to promote the use of tobacco. NOC will not participate in any activity that promotes the use of tobacco. The sale of tobacco products or tobacco-related merchandise on NOC property is prohibited.

For more information on policies and procedures, reference

2020-2021 Course Catalog and Student Handbook –

[https://www.noc.edu/assets/uploads/sites/740/2020/09/2020-21\\_Course\\_Catalog\\_updated\\_9-21-2020-1.pdf](https://www.noc.edu/assets/uploads/sites/740/2020/09/2020-21_Course_Catalog_updated_9-21-2020-1.pdf)

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## Family Educational Rights and Privacy Act (FERPA)

In carrying out their assigned responsibilities, many offices at NOC collect and maintain information about students. Although these records belong to the College, both college policy and federal law accord student a number of rights concerning these records. The essence of the Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, is to give a student the right to inspect his or her education records and to protect the privacy of these records.

Students have the right to inspect, review, and/or request an amendment to these records; consent to disclosures of personally identifiable information in these records; restrict disclosure of information designated as directory information that may be released without consent of the student; and file a complaint with the U.S. Department of Education for alleged failure by NOC to comply with FERPA requirements.

The Parents' Guide to the *Family Educational Rights and Privacy Act: Rights Regarding Children's Education Records*, with information and instructions for students, parents, faculty and staff, is available on the website of the NOC Registrar's Office.

Family Educational Rights and Privacy Act (FERPA) –

<https://nocedu.sitepreview.co/assets/uploads/sites/740/2020/07/FERPA.pdf>

## Student Financial Assistance

Financial Aid consists of scholarships, grants, loans and work study. Northern Oklahoma College financial aid and scholarship offices are available to help students with questions.

To access your Financial Aid information, click here.

Ask a Financial Aid Counselor

<https://www.noc.edu/students/future-students/financial-aid1/>

1098-T Forms

Federal Student Loan Instructions  
OSLA Direct Lending Privacy Policy  
Return of Federal Financial Aid  
Student Loan Information  
Satisfactory Progress Standards (SAP Policy)  
<https://www.noc.edu/students/current-students/scholarships/>

## Copyright Infringement

It shall be the policy of Northern Oklahoma College to abide by the provisions of the U.S. Copyright Act of 1976 (Title 17, United States Code) and the college hereby prohibits copying not specifically allowed by the Copyright Act, fair use guidelines, license agreements, or proprietor's permission. This includes unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing. Such unauthorized activity may lead to civil and criminal liabilities as noted in the penalties section below. Employees and students of the college are expected to, without exception, work within the confines of the law. Penalties and/or liabilities which result due to failure to follow the precepts as outlined in this statement will be borne solely by the violator.

<https://www.noc.edu/assets/uploads/sites/740/2020/12/NOC-Copyright-Policy-12.16.2020.pdf>

## Voter Registration

The Oklahoma State Election Board provides voter information. Nonresident students may find voter information about their specific states through the U.S. Election Assistance Commission.

- OK Voter Portal
- Oklahoma Voter Registration Application
- Online Voter Registration
- Voter Registration Application

## For More Information:

**NOC Enid**  
**580.242.6300**  
P.O. Box 2300  
100 S. University  
Enid, OK 73702

**NOC Stillwater**  
**580.628.6900**  
P.O. Box 1869  
615 N. Monroe  
Stillwater, OK 74078

**NOC Tonkawa**  
**580.628.6200**  
P.O. Box 310  
1220 E. Grand  
Tonkawa, OK 74653

Students and employees should reference our online directory at [www.noc.edu/directory](http://www.noc.edu/directory). Please refer to this contact list below to leave a voicemail or email:

### Type of Concern

Academic

### Office to Contact

Academic Affairs

### Contact Information

[pamela.stinson@noc.edu](mailto:pamela.stinson@noc.edu)  
580.628.6431

Athletics	Athletic Director	<a href="mailto:alan.foster@noc.edu">alan.foster@noc.edu</a> 580.628.6345 (Tonkawa) 580.548.2345 (Enid)
ADA/Student Disability Services	Student Disability Services	<a href="mailto:renna.bowers@noc.edu">renna.bowers@noc.edu</a> 580.628.6249
Benefits/Employee Insurance	Human Resources	<a href="mailto:kelley.larkin@noc.edu">kelley.larkin@noc.edu</a> 580.628.6479
Blackboard	IT	<a href="mailto:bobbie.carson@noc.edu">bobbie.carson@noc.edu</a> 580.628.6339
Bookstore	Bookstore	<a href="mailto:bookstore@noc.edu">bookstore@noc.edu</a> 580.628.6771
Employment/Human Resources	Human Resources	<a href="mailto:shannon.cranford@noc.edu">shannon.cranford@noc.edu</a> 580.628.6229
Enrollment/Registration	Enrollment Management	<a href="mailto:rick.edgington@noc.edu">rick.edgington@noc.edu</a> 580.628.6221
Equal Opportunity/Title IX Health and Safety	Student Affairs	<a href="mailto:jason.johnson@noc.edu">jason.johnson@noc.edu</a> 580.628.6272
Financial Aid	Financial Aid	<a href="mailto:financial.aid@noc.edu">financial.aid@noc.edu</a> 580.628.6595
Fiscal Operations	Financial Affairs	<a href="mailto:anita.simspon@noc.edu">anita.simspon@noc.edu</a> 580.628.6232
Communications/ General Questions-Tonkawa	Development/Community Relations	<a href="mailto:sheri.snyder@noc.edu">sheri.snyder@noc.edu</a> 580.628.6214
General Questions-Enid	NOC Enid VP	<a href="mailto:raydon.leton@noc.edu">raydon.leton@noc.edu</a> 580.548.2393
General Questions-Stillwater	NOC Stillwater VP	<a href="mailto:diana.watkins@noc.edu">diana.watkins@noc.edu</a> 580.628.6905
Information Technology	IT Help Desk	<a href="mailto:lori.erasmus@noc.edu">lori.erasmus@noc.edu</a> 580.628.6291
Physical Plant Operations	Physical Plant	<a href="mailto:larry.dye@noc.edu">larry.dye@noc.edu</a> 580.628.6217
Employee Payroll	HR/Payroll	<a href="mailto:niesha.jones@noc.edu">niesha.jones@noc.edu</a> 580.628.6263
Student Payroll	HR/Payroll	<a href="mailto:janet.hartz@noc.edu">janet.hartz@noc.edu</a> 580.628.6241

Scholarships	Scholarship	<u><a href="mailto:scholarships@noc.edu">scholarships@noc.edu</a></u> 580.628.6760
Student Support Services Housing, Student Activities ADA/Disability Services	Student Affairs	<u><a href="mailto:ryan.paul@noc.edu">ryan.paul@noc.edu</a></u> 580.628.6240
Military/Veteran Services	Veteran Affairs	<u><a href="mailto:Brad.gordon@noc.edu">Brad.gordon@noc.edu</a></u> 580.628.6371